

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: EARLY EDUCATION PROGRAM SUPERVISOR

BASIC FUNCTION:

Responsible for the operation of the District's classified preschool programs; supervises the activities of assigned personnel; plans, organizes, and directs early childhood education activities in accordance with established laws and procedures; administers a program budget and budgeted expenditures; assists Executive Director, Early Education & Expanded Learning with other related duties. This classification is assigned to a work schedule consistent with the needs of the Early Education Program, which may differ from the regular school district calendar and work schedule. This is a management position.

DISTINGUISHING CHARACTERISTICS:

The Early Education Program Supervisor is responsible for directing and supervising the day-to-day operations of the District's Early Education classified preschool program, including the supervision of the Early Education Instructors and Early Education Assistants and other classified personnel as assigned. The Executive Director, Early Education & Expanded Learning has overall responsibility for the District's Early Education programs, as well as generating the funds for their support; develops and administers program budgets; plans, organizes, and directs the District's Early Education and Expanded Learning Programs, including the supervision of the Early Education Program Supervisor, Early Education and Expanded Learning Programs office staff, certificated teachers, nurses, and other personnel as assigned.

REPRESENTATIVE DUTIES:

Designs, plans, and directs the activities of the District's classified preschool education program in accordance with established licensing regulations and early education content standards.

Plans and directs a program which provides for the optimum growth and development of children ages two-and-a-half (2½) to five (5) years, with the overall goal of preparing each child for kindergarten success.

Plans and directs registration process at assigned centers; maintains enrollment year round; keeps early education records on all children assigned to the program; maintains up-to-date and accurate records of each child's attendance.

Ensures quality educational services by observing classrooms, providing feedback, resources and guidance to staff.

Helps staff to problem solve and develop strategies to work as effective classroom teams.

Supervises and schedules the work of assigned personnel.

Responsible for staffing and conducting the early education classified program in accordance with established laws and licensing requirements.

Motivates staff and evaluates the work performance of assigned personnel.

Arranges for substitutes as needed, or may substitute as necessary.

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Assists in the establishment and maintenance of an active public relations program to promote and communicate the activities and benefits of the District's preschool program; provides positive contact with parents; creates involvement opportunities for parents.

In conjunction with the Executive Director, Early Education & Expanded Learning, is responsible for establishing and conducting regular meetings with a parent advisory committee.

Signs off on timesheets; monitors time, attendance and leave requests for supervised employees; confers with staff as needed regarding regular and punctual attendance.

Recognizes and shares staffs' accomplishments and fosters positive staff morale. Provides appropriate feedback and support to enhance job performance.

Holds regular meetings with assigned staff members, attends meetings and programs as directed or required, and participates in professional growth activities.

Travels between school sites and other locations, and works closely with other program and school district personnel.

Responsible for establishing emergency procedures to ensure the safety of children and the maintenance, cleanliness, and order of program areas.

Provides first-aid and cares for ill or injured students.

Assists in the development of the Early Education Program budget.

Regularly monitors and administers budget expenditures, and provides appropriate staff reports.

Uses appropriate accounting procedures to record program income and expenditures, as well as equipment and supply inventories.

May assist in the preparation of grant applications for funding preschool education programs.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Reports to and receives direction from the Executive Director, Early Education & Expanded Learning; (2) directly supervises Early Education Instructors and Early Education Assistants; (3) may supervise other classified personnel as assigned.

Internal Contacts: Continuing contact with children enrolled in the Early Education & Expanded Learning Program, and other staff members, as well as frequent contact with school site and District office personnel at all levels.

External Contacts: Continuing contact with parents; some contact with outside agency representatives and members of the general public.

KNOWLEDGE AND ABILITIES:

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KNOWLEDGE OF:

The rules, regulations, including familiarity with the provisions of Title 5 (Education Code), the provisions of Title 22 (California Health and Safety Code) and the Americans with Disabilities Act.

The daily practice of operating an early childhood (preschool) program.

Principles of growth and development of young children; appropriate early education practices for special needs children; objectives and operating techniques for successfully caring for and providing beneficial activities for preschool aged children.

Basic principles of business and accounting, including budget preparation and expenditure controls.

Public and community relations skills.

Preparation and maintenance of clear and accurate records and reports.

Principles and practices of good supervision and staff training.

Interpersonal skills, including the use of tact, patience, and courtesy.

ABILITY TO:

Plan, organize, direct, and coordinate an early education program for the optimum growth and development of children.

Prepare and administer a program budget.

Learn quickly and adjust to changing conditions.

Write effectively; prepare and present clear, concise reports.

Motivate and direct the activities of others.

Interpret provisions of law, rules, regulations, and district policies and to communicate them to staff, other agencies, and the general public.

Establish and maintain cooperative and effective working relationships.

Generate parental interest in the District's Early Education Program.

Travel between school sites and other locations in the performance of assigned duties and responsibilities.

Learn and administer first-aid and CPR procedures.

Work independently with a minimal supervision and direction.

Prioritize and identify needs, and solve problems independently as appropriate.

Maintain confidentiality and discretion; learn to work effectively in a multi-cultural setting, and be willing to work

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with children with special needs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: [1] a four-year degree from an accredited or approved college or university with a major emphasis in education or early childhood education, including a minimum of twenty-four (24) college semester units in early childhood education or child development; [2] having an additional six (6) college semester units in preschool or school administration and, [3] at least three (3) years of recent experience in supervising or operating a preschool or elementary education program, including a minimum of one (1) year of recent experience in directing the work of others.

LICENSES AND OTHER REQUIREMENTS:

A Child Development Supervisor Permit or Administrative Credential issued by the California Commission on Teacher Credentialing, or currently qualified to receive such a permit or credential.

Possession and maintenance of a valid California Driver's License and a reliable motor vehicle for personal transportation.

The possession of or a valid First-Aid Certificate, or the completion of the Westminster School District basic first-aid training program, within thirty (30) days of employment in the classification.

The possession of, or the securing of a valid CPR Certificate, or the completion of the Westminster School District training program within thirty (30) days of employment in this classification.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee is sometimes required to stand; walk; climb or balance; and stoop, kneel, or crouch. The employee must regularly lift and/or move objects weighing up to 25 pounds and occasionally lift and/or move objects weighing up to 60 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

PREPARED BY:	<u>Classified Personnel Department</u>	DATE: 2/19/94
APPROVED BY:	<u>Board of Trustees</u>	DATE: 7/18/91
APPROVED BY:	<u>Personnel Commission</u>	DATE: 3/15/94
REVISED BY:	<u>Personnel Commission</u>	DATE: 5/12/09
REVISED BY:	<u>Personnel Commission</u>	DATE: 11/18/14